

NON-DOT COLLECTION PROTOCOL

PROCEDURE FOR COLLECTION OF SPECIMEN

(YOU MUST COLLECT A SPLIT SPECIMEN!!)

1. Follow standard D.O.T. collection guidelines paying particular attention to the following:
 - a. Request donor removes all unnecessary outer garments.
 - b. **Unlike** DOT Protocol, empty all pockets, providing safe storage for the items removed, and turn pockets out.
 - c. **Unlike** DOT Protocol, if temperature is outside of the acceptable range or an insufficient amount, dump the specimen in front of the donor, and allow for second attempt procedures listed on back.
 - d. **Unlike** DOT Protocol, unless otherwise arranged, direct observation is not required on return-to-duty or follow-up tests.
2. Ensure facilities have been secured in accordance with D.O.T. protocol for collection sites.
3. The bottom portion of the form should be **COMPLETELY** filled out with all donor information. If any information is incorrect, please make changes, and both the collector and donor need to initial the change.
4. **IMMEDIATELY** read the temperature of the specimen as indicated on the collection container. **The temperature MUST be within the MOST Protocol of 90 - 100 degrees. The specimen volume must be 45 ml (one bottle containing 30 ml and one bottle containing 15 ml). Specimens shall be in view of donor and collector at all times. DO NOT SEND SPECIMENS THAT ARE TEMP OUT OF RANGE OR INADEQUATE TO THE LAB.**
 - I. If temperature of specimen **IS** between 90 - 100 degrees and the volume is at least 30 ml:
 1. Complete the Chain-of-Custody form
 2. Have donor **print and sign** his/her name in designated areas
 3. Seal specimen bottles with the tamper-proof bottle seals provided on the Chain-of-Custody, **and make sure the donor initials the tamper-proof seals AFTER they have been placed on the bottles.**
 4. Seal the specimens, along with the original (first page) of the Chain-of-Custody, in the bag provided and have donor check to ensure a good seal. Specimens can then be placed in the FedEx lab pack and box provided, and await shipment to Alere. (FedEX lab packs, boxes and air bills will be provided with the collection kits). You may ship more than one specimen in each box as long as each specimen is sealed in an individual lab pack.
 5. Distribute remaining copies of the Chain-of-Custody as follows:
 - a. Pink MRO/KANSAS CITY Copy (page 3) - Forward to MOST in pre-addressed white envelope.
 - b. Yellow collector's copy (page 2) - Keep for collection site records
 - c. Green Donor's copy (page 4) - For donor's record

- II. **If the temperature of the donor's specimen is NOT within the acceptable temperature range of 90 – 100 degrees, the donor must immediately submit a second specimen under direct observation, after dumping the original specimen in front of the donor.**
- III. If the donor is unable to provide a sufficient quantity of urine (at least 45 ml), the original specimen shall be dumped in front of the donor, and the donor will be allowed up to three (3) hours and may consume up to 40oz of fluid to provide the second specimen. The donor **CANNOT** leave the collection area. **Do not conduct a direct observation on the second attempt if the quantity is insufficient.** Under **NO** circumstances may the collector combine specimen amounts from separate voids to accumulate a specimen of adequate volume. The collector **CANNOT** conclude the test early. If donor agrees to the second specimen protocol but is still unable to provide an acceptable second specimen AND there is still time remaining under the three (3) hour time limit the donor may attempt to produce a third specimen. **If the donor agrees to attempt the third collection, it MUST be a direct observation collection.** All other protocols still apply.
- IV. **If donor refuses to provide a second specimen:**
 - a. Indicate on the Chain-of-Custody that the temperature is out of range or quantity insufficient.
 - b. **THE COLLECTOR MUST CONTACT THE MRO OFFICE IMMEDIATELY AT (925) 674-8080. If no one is available call (925) 584-5027.**
 - c. Have donor contact MOST office at 1-800-395-1089 for instructions.
 - d. **Unlike DOT Protocol, all inadequate or out of temperature range specimens are to be disposed of in front of donor. DO NOT SEND SPECIMEN TO THE LAB.**
 - e. If the specimen is inadequate or if the temperature is outside the range, the member does NOT receive any paperwork.
- V. Upon receipt of second specimen, if temperature is in range (90 - 100 degrees), then proceed to step I, and complete the collection.

BILLING

All bills for MOST collections are to be sent to MOST Programs, Attn: HEIDI BISCHÉ, 753 State Ave., Ste. 800, Kansas City, KS 66101.

PLEASE BE SURE YOUR COLLECTION SITE CODE IS WRITTEN CLEARLY ON THE CHAIN OF CUSTODY FORM. MISSING SITE CODES CAN DELAY PAYMENT AS MUCH AS 90 DAYS. If you do not know your site code, please call MOST to request it at (800) 395-1089.

If you need additional information or have any questions, contact either AIC at (925) 674-8080 between the hours of 7:00 a.m. and 6:00 p.m. Pacific Standard Time, Monday through Friday, or the **MOST office at 1-800-395-1089 between the hours of 7:30 a.m. and 4:00 p.m. Central Standard Time, Monday through Friday.** **Should you require assistance outside of these hours** contact AIC at (925) 584-5027.